

# CONSTRUCTION CODES SPECIALIST

**GRADE: 19**

**FLSA: NON-EXEMPT**

## CHARACTERISTICS OF CLASS:

The Construction Codes Specialist performs difficult technical and intermediate administrative work in securing and maintaining compliance with ordinances and regulations relating to building, plumbing, electrical, mechanical codes, fire and safety, health, zoning ordinances, occupational licensing, and nuisances within the City. The incumbent also performs plan reviews on residential projects and minor commercial construction. This is code enforcement work requiring the application of technical and specialized knowledge, methods and techniques to ensure compliance with codes, City ordinances and approved plans, permits and specifications. Incumbent makes independent field inspections, writes reports, correspondence and notices, gathers evidence, prepares cases and testifies in court when necessary. The position requires continuing personal contact with the general public, contractors, architects, etc. concerning construction code requirements. The physical demands are moderate under somewhat disagreeable working conditions. The incumbent's work has meaningful impact on specific cases and the work is done under general managerial direction.

## EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## EXAMPLES OF DUTIES:

- Inspects residential and/or commercial construction for structural, mechanical, plumbing, electrical, energy, life safety, health, fire protection, and on-site utility construction to verify compliance with approved plans and applicable codes and specifications.

- Makes field inspections independently or as part of a team of inspectors on complex building projects.
- Reviews and evaluates construction plans submitted for permits.
- Issues construction related permits using permitting software.
- Confers with and advises contractors, property owners, architects, and the general public regarding code requirements and solutions to problems.
- Conducts follow-up inspections to monitor compliance; and takes the appropriate action necessary in cases of non-compliance.
- Investigates and resolves citizen complaints regarding code violations including working without permits and substandard construction.
- Maintains up to date knowledge of construction methods, codes and materials by attending seminars and classes, by independent study and by internet instruction.
- Maintains accurate documentation records of inspection results for all types of permits.
- Prepares accurate violation notices and/or stop-work orders that are sent to property owners in order to obtain compliance with City codes.
- Issues orders and citations; gathers evidence, prepares cases for court/appellate consideration; and testifies in court as issuing officer and expert witness.
- Provides inspection assistance for after-hours emergencies to assess damage and authorize safe reconnection of electrical service to all structures damaged by fire or other means. Recommends condemnation of heavily damaged structures in cooperation with other agencies.
- Issues orders to vacate structures that are dangerous due to fire, unsafe construction practices or natural damage.
- Assists the supervisor with special assignments and in training of new inspectors when necessary.
- Provides guidance to other inspectors on ways to resolve construction related issues.
- Assists the supervisor in the assignment of daily inspection requests.
- Assists in the resolution of conflicts between inspection staff and the general public.
- Recommends solutions to resolve construction code issues that arise during the construction process.
- Performs other duties as required.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Graduation from high school and six (6) years of experience in building construction or code enforcement, or in the construction trade industry including some plans review experience. Possession of an appropriate driver's license valid in the State of Maryland. Certification by BOCA as a Building General Inspector, One and Two Family Dwelling Inspector, and Plans Examiner required. Must pass the State of Maryland Industrialized Building Inspectors exam within one year of employment.

### **Preferred Knowledge, Skills and Abilities:**

- Thorough knowledge of BOCA and the ICC Building, Plumbing, Mechanical, Energy Codes, International Residential Code, the National Electrical Code, Maryland State ADA Codes, Maryland State Rehabilitation Code.
- Thorough knowledge of the City's zoning, and occupational ordinances and regulations.
- Thorough knowledge of the methods, materials and techniques involved in all types of building construction, repair and alteration and the ability to recognize improper trade practices which result in faulty, sub-standard or hazardous conditions.
- Ability to properly interpret codes and ordinances in relation to field conditions.
- Ability to read and interpret all types of blueprints, construction documents, working diagrams and specifications quickly and accurately, and to compare specifications with construction in progress.
- Ability to establish and maintain effective working relations with building owners, contractors, residents and co-workers.
- Ability to communicate effectively and concisely, both orally and in writing.
- Ability to operate computer systems and access databases.
- Ability to convey accurate explanations of various codes, ordinances, regulations and the reasons therefore.
- Ability to work with and train co-workers effectively, playing an active part in a team environment.
- Ability to work effectively as a team participant.